

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

March 12, 2020

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Horry County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, March 25, 2020**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at RPS@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:

https://admin.sc.gov/real_property/forms

Sincerely,
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
THE SOUTH CAROLINA OFFICE OF ADJUTANT GENERAL
OFFICE SPACE IN HORRY COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – Adjutant General’s Office—Recruiting Office for SC Army National Guard

- Location: Horry County, prefer to be located in a high visibility/traffic area
- Expected occupancy date: Flexible
- Total space needed is approximately 1,580 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:

Personnel Areas:

- Four (4) private offices for professional staff of approximately 100 square feet each
- One (1) small workstation of approximately 25 square feet

Standard Support Areas:

- One (1) medium suite reception for seating up to 6 people of approximately 100 square feet
- One (1) small break room with seating for up to 4 people, of approximately 100 square feet
- One (1) copy/print/supply room with dedicated floor mounted printer and storage of approximately 100 square feet
- One (1) IT closet with wall mounted racks of approximately 40 square feet
- One (1) small storage room of approximately 100 square feet

Special Support Areas:

- One (1) medium conference room of approximately 250 square feet
- One (1) restroom of approximately 40 square feet
- One (1) private unisex shower of approximately 40 square feet
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.



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- 14 parking spaces are desired. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Prefers not to be located close to any other Armed Forces Recruiting Offices.
- Outdoor entrance lighting required for safety.
- Lighted recruiting signs provided by Landlord above door location and along street with electrical power desired.
- HVAC services should be operational 24/7.
- Installation of portable ballistic panels in storefront required. (To be provided and installed by the Guard.)
- Installation of CCTV cameras and access control devices on entry and exit points required. (To be provided and installed by the Guard.)
- Interior drawings to be provided by landlord, to determine if additional ballistic panels are required to be included in construction and for the installation of access control devices.
- Trash dumpster to be provided by landlord.
- Term: Please provide proposed rates for 5, 7 or 10-year term.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at:**
https://admin.sc.gov/real_property/forms or can be provided upon request.
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, March 25, 2020.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.





Henry McMaster, Governor
Marcia S. Adams, Executive Director

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CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with the Adjutant General's Office. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-0644 or 803-737-1617; FAX: 803-737-0592
EMAIL: RPS@admin.sc.gov

